SPRINGFIELD PARISH COUNCIL
MINUTES OF THE MEETING HELD ON
20TH JUNE 2022 AT 7.00p.m.
SPRINGFIELD PARISH CENTRE CM1 6GX

PRESENT

Chairman: Cllr Ms S Sullivan
Vice Chairman: Cllr Mrs C Garrett

Cllrs: G Brazendale, A Chong, D Havell, B Jeapes, R Moore and A Potts.

IN attendance: Clerk to the Council

Non-attendance : N. Gulliver and R. Lee

16 APOLOGIES FOR ABSENCE – S Byrne-Lagrue, R Carson, I Fuller, M. Girling, and Y. Spence.
Essex County Councillors Mackrory and Spence.

17 DECLARATIONS OF INTEREST AND DISPENSATIONS - there were none.

18 CHAIRMAN'S ANNOUNCEMENTS

Chelmsford Association of Local Councils (CALC) .

The Chairman advised that she, as Vice-Chairman of the Association, had called a meeting of the group on 14th June. There had been a small number of parishes represented who agreed The Essex Association should be contacted to assist with re-establishing the group.

19 PUBLIC QUESTION TIME – there were none.

20 MINUTES OF THE ANNUAL COUNCIL MEETING held on 9th May 2022

RESOLVED: that the minutes of the meeting held on 9th May 2022 be approved and signed as a correct record.

21 MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING held on 6th June 2022

RESOLVED: that the minutes of the meeting be approved as a correct record.

22 END OF YEAR ACCOUNTS & ANNUAL RETURN (AGAR) YEAR END MARCH 2022

Members were reminded that a review of the effectiveness of internal controls were carried out by the Finance & Policy Committee on 28th February 2022, minute 65.9b

22.1 **End of Year Accounts**

RESOLVED: that the end of year accounts as attached at appendix A be approved and adopted.

End of Year Bank Reconciliation

RESOLVED: that (a) further to minute 8.3 of the Finance & Policy Meeting held on 6th June 2022, the discrepancy in the bank reconciliation had been tracked to a sum of incorrectly recorded interest;

(b) the end of year bank reconciliation attached at appendix B be approved and adopted.

22.2 **Annual Governance & Accountability Return 2021/2022 (AGAR)**

RESOLVED: that (a) the Annual Internal Auditors Report (page 3) of the AGAR 2021/2022 be received and noted;

(b) following the Chairman reading out section 1 statements contained in the AGAR (page 4) 2021/2022, members approved the Chairman sign the statement;

(c) the Accounting Statement 2021/2022 Section 2 (page 5) be approved and adopted.

(d) the AGAR attached at appendix C be approved and forwarded to external auditor PKF and it be noted that the Notice of Public Rights would be issued to commence on 22nd June 2022.

Meeting closed 7.20p.m.
Cllr S. Sullivan
Chairman

Signed .... Date ....4/7/22............

Appendix A

SPRINGFIELD PARISH COUNCIL

INTERNAL ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

SPRINGFIELD PARISH COUNCIL

for the year ended 31 March 2022

SUMMARY INCOME AND EXPENDITURE ACCOUNT

	Notes	2022	2021
INCOME		£	£
Precept		410,540.00	387,242.00
Interest on Investments		241.31	1,757.99
Refunds/Misc income		5,500.00	5,851.38
Allotment Rents		408.17	390.00
Premises Committee		94,914.67	24,081.01
Events & Projects Functions / Events		-	-
Council Chamber		2,404.59	797.67
Library services/recharge		11,009.46	10,720.24
Community Infrastructure Levy		-	-
Grants		21,943.83	51,479.70
Total Income		546,962.03	482,319.99
EXPENDITURE			
Finance and Policy Committee		232,496.24	242,662.51
Environment and Leisure Committee		13,168.19	81,756.20
Premises Committee		237,865.66	217,236.81
Extension and library development		-	-
Loan repayments - Capital	3	51,918.38	51,918.38
Loan repayments - Interest	3	11,649.32	14,162.14
Allotments		240.77	155.45
Beaulieu Grant		15,000.00	50,000.00
Events & Projects Functions		2,726.30	-
Total Expenditure		565,064.86	657,891.49
GENERAL FUND			
Balance at 1 April 2021		356,439.23	428,762.73
Total Income		546,962.03	482,319.99
		903,401.26	911,082.72
Deduct: Total Expenditure		565,064.86	657,891.49
		338,336.40	253,191.23
Transfer (to)/from Other Reserves:			
Handymen's Mower Fund	5	700.00	-
Handymen's Vehicle Fund	5	-	-
Handymen's Unit Fund	5	-	-
Beaulieu Community Trust	5	15,000.00	20,000.00
Photocopier Fund	5	-	-
Parish Centre Maintenace Fund	5	11,879.00	43,535.00
Community Infrastructure Levy Fund	5	(61.47)	41,013.00
Pantomime	5	1,040.00	(1,300.00)
Balance at 31 March 2022		366,893.93	356,439.23

The notes on pages 3 to 4 form part of these accounts.

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SPRINGFIELD PARISH COUNCIL

BALANCE SHEET

as at 31 March 2022

	Notes	2022 £	2022 £	2021 £
Current Assets				
Debtors (net of provision for doubtful debts)	4	4,041.90		4,419.39
Payments in Advance		-		-
Cash at bank and in hand		172,359.09		193,065.71
Total Current Assets		176,400.99		197,485.10
Current Liabilities				
Creditors and Accrued Expenses		(3,754.50)		(6,518.08)
Net Current (liabilities)/asset		172,646.49		190,967.02
Non-Current Assets				
Investments, advances and long-term receivables		312,651.61		312,433.91
			485,298.10	503,400.93
Total Assets less Current Liabilities			485,298.10	503,400.93
Represented by:				
General Fund Balance			366,893.93	356,439.23
Earmarked Reserves				
Handymen's Mower Fund	5		-	700.00
Handymen's Vehicle Fund	5		7,000.00	7,000.00
Handymen's Unit Fund	5		4,500.00	4,500.00
Beaulieu Community Trust	5		36,029.00	51,029.00
Photocopier Fund	5		400.00	400.00
Parish Centre Maintenace Fund	5		6,586.00	18,465.00
Community Infrastructure Levy Fund	5		63,629.17	63,567.70
Pantomime	5		260.00	1,300.00
			485,298.10	503,400.93

The above statement represents fairly the financial position of the authority as at 31 March 2022 and reflects its income and expenditure during the year

Signed ....[signature]....

RFO

Date ....6 June 2022....

The notes on pages 3 to 4 form part of these accounts.

1 COMMITTEE RESPONSIBILITIES

Finance and Policy
General Administration.
Handymen.

Environment & Leisure
Chelmer Village Green, bus shelters, hanging baskets, seats, village sign.
Parish Council playschemes, allotments and newsletter.

Premises Committee
All matters relating to the running of Springfield Parish Centre.
Refer to notes 3 and 4.

Planning Committee
Planning applications, appeals, enforcements, local plans. The Parish Council is a member of a Consortium of Parish Councils.

Events & Projects
Responsible for all events & projects organised by the Parish Council.

2 LEASES

At 31 March 2022 the following leases were in operation:-

Lessor	Purpose	Annual Rent Payable (£)	Year of Expiry
Anglian Water Authority	Allotments	58.00	12 mths notice required

3 BORROWINGS

As at close of business on 31 March 2021 the following loans to the Council were outstanding:-

Lender	Loan Period	Remaining (years)	Amount (£)
Public Works Loan Board	27/02/98 - 02/2023	1	20,000.00
Public Works Loan Board	05/10/98 - 10/2023	2	23,877.26
Public Works Loan Board	30/07/12 - 06/2037	16	248,000.00

4 DEBTS OUTSTANDING

As at 31 March 2022 debts of £4,041.90 were outstanding and due to the Council. The ages of these debts were:

	Value (£)
Less than 3 months old	2,095.11
Between 4 and 6 months old	994.73
Between 7 and 12 months old	952.06
Over 12 months old	-
TOTAL	4,041.90

5 EARMARKED RESERVES

	Balance at 1-Apr-21	Contribution to reserve	Contribution from reserve	Balance at 31-Mar-22
Handymen's Mower Fund	700.00	-	(700.00)	-
Handymen's Vehicle Fund	7,000.00	-	-	7,000.00
Handymen's Unit Fund	4,500.00	-	-	4,500.00
Beaulieu Community Trust	51,029.00	-	(15,000.00)	36,029.00
Photocopier Fund	400.00	-	-	400.00
Parish Centre Maintenance Fund	18,465.00	-	(11,879.00)	6,586.00
CIL Tax	63,567.70	511.47	(450.00)	63,629.17
Pantomime	1,300.00	-	(1,040.00)	260.00
	146,961.70	511.47	(29,069.00)	118,404.17

Earmarked reserves represent the amount of money within the Council's fund balance that has been set aside for specific purposes.

6 AGENCY WORK

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

7 ADVERTISING AND PUBLICITY

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2022 £	2021 £
Other Advertising		
Publicity	113.65	76.20
	113.65	76.20

Appendix B

	SPRINGFIELD PARISH COUNCIL	
	ESSEX	
	BANK RECONCILIATION - 31 MARCH 2022	
1	Business Premium Account (13696332)	£123,061.95
2	Current Account (40719404)	£50,055.33
		£173,117.28
	cash in hand: +	
3	Clerk	£0.00
4	Premises Manager	57.12
5	Handymen	£86.08
	Sub Total	**£173,260.48**
6	Unreconciled receipts (plus)	£0.00
7	Unreconciled payments (less)	£901.39
	Grand Total (AGAR box 8)	**£172,359.09**
8	Debtors (customers) plus	4,041.90
9	Creditors (suppliers) less	3754.50
	Grand Total (AGAR box 7)	**£172,646.49**
	Total CCLA Investment (to be included within AGAR box 9)	**£312,651.61**

Bluesky - Air conditioning	374.4
Barclaycard - PDQ Charges	64.4
Protect & Detect - Fire Intruder Alarm	282
Securitas - Alarm call out	58.8
HMRC - VAT payment	121.79
Total unreconciled	901.39

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Appendix C

Annual Internal Audit Report 2021/22

SPRINGFIELD PARISH COUNCIL

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During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")*			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		

	Yes	No	Not applicable
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 21/10/2022 19/5/2022

Name of person who carried out the internal audit: H. HEELIS (HEELIS & LODGE)

Signature of person who carried out the internal audit: [signature]

Date: 19/5/2022.

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

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Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

SPRINGFIELD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed Yes	Agreed No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

	Yes	No	N/A	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	✓			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

20/06/22

and recorded as minute reference:

22.2

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk I. Carter

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Section 2 – Accounting Statements 2021/22 for

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	367,156	190,967	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	387,242	410,540	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	94,460	136,204	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	333,215	337,340	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	66,080	63,567	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	258,596	164,157	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	190,967	172,647	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	193,066	172,359	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	4,527,149	5,723,734	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.* (312,651 CCLA)
10. Total borrowings	343,795	291,877	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

	Yes	No	N/A	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)				*The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.*
	✓			*N.B. The figures in the accounting statements above do not include any Trust transactions.*

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date 6 JUNE 2022

I confirm that these Accounting Statements were approved by this authority on this date:

20/06/2022

as recorded in minute reference:

22.2

Signed by Chairman of the meeting where the Accounting Statements were approved